

**Data Export Format Specification for
Donor Designation Detail Export**

Field #	Field Name	Data Type	Maximum Length	Format	Description
1	DonationTransactionNumber	Numeric	25		Unique identifier associated with the donation
2	CampaignCode	Text	20		Campaign Code
3	CampaignNumber	Text	20		Campaign number
4	CampaignName	Text	100		Campaign name
5	CompanyName	Text	50		Company name
6	DonorIdentifier	Text	50		Donor identifier
7	EmployeeNumber	Text	14		Donor's employee number
8	SSN	Numeric	9		Donor's social security number
9	NamePrefix	Text	8		Donor's name prefix
10	FirstName	Text	50		Donor's first name
11	MiddleName	Text	50		Donor's middle name
12	LastName	Text	50		Donor's last name
13	NameSuffix	Text	4		Donor's name suffix
14	Gender ^A	Text	1		Donor's gender
15	HomeEmailAddress	Text	50		Donor's home email address
16	DonorHomeAddress1	Text	100		Donor's home address line 1
17	DonorHomeAddress2	Text	100		Donor's home address line 2
18	DonorHomeCity	Text	50		Donor's home address city
19	DonorHomeState/Province	Text/Text	2/200		Donor's home address state

Field #	Field Name	Data Type	Maximum Length	Format	Description
20	DonorHomeZipCode/Postal Code	Numeric/Text	5/10		Donor's home address zip code
21	DonorHomeZipCodeExt	Numeric	4		Donor's home address zip code extension
22	DonorHomeCountry	Text	2		Donor's home address country
23	DonorHomePhoneNumber	Numeric	15		Donor's home phone number
24	WorkEmailAddress	Text	50		Donor's work email address
25	DonorWorkAddress1	Text	100		Donor's work address line 1
26	DonorWorkAddress2	Text	100		Donor's work address line 2
27	DonorWorkCity	Text	50		Donor's work address city
28	DonorWorkState/Province	Text/Text	2/200		Donor's work address state
29	DonorWorkZipCode/Postal Code	Numeric/Text	5/10		Donor's work address zip code
30	DonorWorkZipCodeExt	Numeric	4		Donor's work address zip code extension
31	DonorWorkCountry	Text	2		Donor's work address country
32	DonorWorkPhoneNumber	Numeric	15		Donor's work phone number
33	PaymentTypeCode ^B	Numeric	1		Payment type code
34	FrequencyTypeCode ^C	Numeric	1		Frequency type code
35	DonationAmountTypeCode ^D	Numeric	1		Amount type of the donation
36	DateCreated	Date	19	mm/dd/yyyy hh:mm:ss	Date and time the donation was created
37	DateLastUpdated	Date	19	mm/dd/yyyy hh:mm:ss	Date and time the donation was last updated
38	BillingStartDate	Date	10	mm/dd/yyyy	Date the billing should start for the donation

Field #	Field Name	Data Type	Maximum Length	Format	Description
39	DesignationName	Text	255		Agency's name
40	EIN	Numeric	9		The unique code associated with a specific designatable entity.
41	Address1	Text	100		Agency's physical address line 1
42	Address2	Text	100		Agency's physical address 2
43	City	Text	50		Agency's physical address city
44	State/Province	Text/Text	2/200		Agency's physical address state
45	ZipCode/Postal Code	Numeric/Text	5/10		Agency's physical address zip code
46	Country	Text	2		Agency's physical address country
47	PhoneNumber	Numeric	15	(###) ###-####	Agency's phone number
48	Contact	Text	100		Agency Contact
49	DesignationPercent	Numeric	5	#.####	Percentage of TotalValue designated to DesignationName
50	DesignationAmount	Currency	18	#.00	Dollar value designated to DesignationName
51	DesignationAmountType ^I	Numeric	1		Type of designations provided by donor.
52	TotalDonationAmount	Currency	10		Total amount of the donation.
53	DesignationEntityType ^E	Numeric	1		Defines the type of agency that is being designated to.
54	OrganizationNumber	Text	6		The Organization number associated with the designation.
55	Profiled	Text	1		Indicates if the designation is profiled by the

Field #	Field Name	Data Type	Maximum Length	Format	Description
					organization number of that designation.
56	AccountCode	Text	15		The profiles account number associated with the designation.
57	OrganizationCFCAccountCode	Text	15		The CFC account number associated with the designation.
58	StandardAccountCode	Numeric	10		The unique code associated with a specific designateable entity.
59	EntityIdentifier	Text	10		The unique entity code associated with a specific designateable entity.
60	AgencyLabel	Text	50		Label attached to the agency
61	DesignationId	Text	38		Unique ID for a donor's designation
62	WhereRaisedZipCode ^F	Text	10		Default zip code for donor
63	IsPaid ^G	Text	1		Denotes if donation has been paid to company
64	IsPaidtoOrg ^H	Text	1		Denotes if donation has been paid to Organization
65	ServiceAreaOwnerOrganizationNumber	Text	6		Organization Number that owns the service area.
66	ServiceAreaOwnerOrganizationName	Text	255		Name of the Organization that owns the service area.
67	ServiceAreaOwnerOrganizationStandardAccountCode	Numeric	10		Standard Account Code for the Organization that owns the service area.
68	ServiceAreaOwnerAccountCode	Numeric	10		Book number for the Organization that owns the service area.
69	WhereRaisedZipCodeOverride	Numeric	5		

Field #	Field Name	Data Type	Maximum Length	Format	Description
70	FunctionalHierarchyLevelCode	Text	20		
71	FunctionalHierarchyLevelName	Text	50		
72	CoordinatorHierarchyCode	Text	20		
73	CoordinatorHierarchyLevelName	Text	50		
74	ShortTransactionNumber	Numeric	11		
75	DatePaid	Date	10	mm/dd/yyyy	Date paid to company
76	DatePaidToOrg	Date	10	mm/dd/yyyy	Date paid to Organization
77	SystemDonorIdentifier	Text	50		Unique system donor identifier
78	SourceTransactionID	Numeric	25		
79	SourceTransactionLabel	Numeric	25		
80	DonorGroupName	Text	100		Donor group name
81	PaymentAmount	Numeric	18		Donation amount specified by donor
82	CompanyPayPeriodCode	Text	10		Donor's company pay period code
83	IsAnonymous ^J	Text	1		Donor's preference to remain anonymous as a leadership giver
84	LeadershipRecognitionName	Text	65		Donor's preferred leadership recognition name
85	Acknowledgement ^J	Text	1		Answer provided for the "I would like to receive an acknowledgement confirming my contribution." Question
86	Release ^J	Text	1		Answer provided for the "I would like to release my name to the agency(ies)"

Field #	Field Name	Data Type	Maximum Length	Format	Description
					receiving my contribution." Question
87	FutureEmail ^J	Text	1		Answer provided for the "I would like to receive future emails." Question
88	SpecialInstructions	Text	255		Special Instructions associated with this designation.
89	AllowReleaseDonorData ^K	Text	1		Answer provided for the "I would like to release my name to this specific agency receiving my contribution." Question
90	RecognitionType ^L	Text	1		
91	RecognitionName	Text	100		
92	AcknowledgementName	Text	100		
93	AcknowledgementAddress1	Text	100		
94	AcknowledgementAddress2	Text	100		
95	AcknowledgementCity	Text	50		
96	AcknowledgementState	Text	2		
97	AcknowledgementZipCode	Numeric	5		
98	AcknowledgementZipCodeExt	Numeric	4		
99	AcknowledgementCountryCode	Text	2		
100	DesignationCustomField1Description	Text	100		
101	DesignationCustomField1	Text	50		
102	DesignationCustomField2Description	Text	100		
103	DesignationCustomField2	Text	50		

Field #	Field Name	Data Type	Maximum Length	Format	Description
104	DesignationCustomField3Description	Text	100		
105	DesignationCustomField3	Text	50		
106	CompanyLevelCode	Text	20		Code for the Company Level
107	CompanyLevelName	Text	50		Name of the Company Level

^A Valid values for Gender are:

- M - male
- F - female
- N – choose not to disclose
or no value provided

^B Values for PaymentTypeCode include:

- 1 – Payroll Deduction
- 2 – Credit Card
- 3 – Debit Card
- 4 – ACH (Electronic Check)
- 5 – Cash
- 6 – Check
- 7 – Direct Bill
- 8 – Stock
- 9 – No Donation
- 10 – PayPal

^C Values for FrequencyTypeCode include:

- 1 – One-time
- 2 – Monthly
- 3 – Quarterly
- 4 – Semi-annual
- 5 – Per Pay Period

^D Values for DonationAmountTypeCode include:

- 1 – Dollars

- 2 – Percent of Salary
- 3 – Hours / pay period
- 4 – Additional dollars
- 5 – Dollars / pay period
- 6 – Dollars / Day
- 7 – Cents / Day

^E Values for DesignateableEntityTypeCode* include:

- 1 – Catalog Organization
- 2 – Catalog Service Area
- 3 – Catalog Agency Group
- 4 – Catalog Agency
- 6 – Agency
- 7 - Write-In
- 8 - National IRS agency

^F Values for Where Raised Zip Code include:

- Work
- Home
- Unknown

^G Values for Is Paid include:

- Y - Yes
- N - No

^H Values for Is Paid to Org include:

- Y - Yes
- N – No

^I Valid values for DesignationAmountType are:

- 1 - Dollars
- 2 – Percentage

^J Values for IsAnonymous, Acknowledgement, Release, and FutureEmail are:

- Y - Yes
- N - No

^K Values for AllowReleaseDonorData is:

Y - Yes
N - No

^L Values for RecognitionType is:

- 1 – In Honor Of
- 2 – In Memory Of
- 3 – On Behalf Of

Other Notes

- The comma delimited export (csv) uses the double quote (") as the text qualifier and the comma character as a field delimiter.
- The tab delimited export (txt) uses the tab character as a field delimiter.
- Field names may be included as the first row of the file, the first row of the file is optional.